

English Language Fellow Request Form

The department head requesting an ELF should email the completed EFL Request Form to the U.S. Embassy's Public Affairs Section at: budapestspeakers@state.gov and kovacsd@state.gov.

CONTACT INFORMATION

Name of host institution:

City:

Address:

Rector's name:

Telephone numbers:

University web site address:

Name of the Department that would like to host an EL Fellow:

Name of Head of the Department:

Department Head's telephone numbers:

Mobile:

Land line:

Department Head's e-mail address:

I. PLEASE PROVIDE A BRIEF OVERVIEW OF YOUR INSTITUTION/DEPARTMENT:

II. DESCRIPTION OF THE DEPARTMENT(S) WHERE THE FELLOW WILL BE ASSIGNED TO:

1. How many teachers are in your department?
2. How many students are in your department?
3. What are the fields of specialization at your department?

III. FOCUS AREAS FOR FELLOW PROGRAM:

1. Select at least one and no more than three focus areas for the Fellow program. These must apply to the Fellow's Primary Duties:

- ☐ 4 Skills, Grammar, and Vocabulary
- ☐ American Culture, Studies, and/or Literature
- ☐ Content-based Instruction
- ☐ English for Academic Purposes (EAP)
- ☐ English for Specific Purposes (ESP)
- ☐ Instructional Technology (CALL)
- ☐ Materials Development
- ☐ Syllabus Design
- ☐ Teacher Training

1. Why chosen Focus Areas are priority for your institution?

IV. SCOPE OF FELLOW RESPONSIBILITIES

Description of Primary Duties and the course(s) the Fellow will be requested to teach:

(Primary duties can include university teaching and teacher training. Fellowship duties generally do not exceed 14 classroom/direct teaching hours per week (primary duties) or 20 total hours (combined primary and secondary duties). Primary duties should be approximately 70% of the EL Fellow's time. Additional secondary duties can be assigned by the RELO office.)

- 1. Title(s) of the course(s)** (no more than two courses per semester):

- 2. Number of hours per week per each course:**

- a)
- b)

- 3. Audience:**

- 4. Description of the course(s)** Please provide a description/goal of each course that EL Fellow will be requested to teach.

5. Secondary Duties:

Secondary duties can include Teacher Training/Professional Development (teachers

organizations, supporting the English Access Microscholarship Program through professional development for English teachers), American Culture/Studies/Literature (English clubs), and Community Outreach (supporting American Spaces through quality programs). All secondary duties combined should be approximately 30% of the Fellow's time.

- a) Will the Fellow be requested to conduct professional development courses for teachers?

Yes_____ No_____

If yes:

- how often?

- on what topics?

- b) Will Fellow be assigned any other secondary duties? Please describe including number of hours/week and audience:

6. What programs or projects has your university been involved in recently?

(e.g., U.S. Fulbright Scholar program, Peace Corps program, Ministry of Education projects, etc.)

V. ASSIGNMENT

1. Beginning and ending date of academic year:

First Term:

Second Term:

2. Dates of semester breaks:

3. Preferred arrival date for the Fellow:

VI. PLEASE DESCRIBE WHAT IS IT LIKE TO LIVE IN YOUR CITY?

VII. CULTURAL CONSIDERATIONS (IF ANY):

VIII. FACILITIES/SERVICES PROVIDED BY HOST INSTITUTION:

1. Who is the contact person at your department/institution to assist the Fellow with class/seminar scheduling and other logistics?

a) Name:

b) Position:

c) Email address:

d) Telephone number:

Work:_____ Cell:_____

2. Who will be assigned to assist the Fellow with registration and work permit:

a) Name:

b) Position:

c) Email address:

d) Telephone number:

e) Cell phone number:

3. Who will be assigned to assist with housing:

a) Name:

b) Position:

c) Email address:

d) Cell phone number:

e) What is the monthly rent cost for a suitable 2-room apartment including utilities?

f) Agency fee cost, if applicable:

5. Will the Fellow be provided office space in the faculty room? Check:

Yes_____ No_____

6. What equipment will be accessible to the Fellow?

- Photocopier: Yes_____ No_____

- Computer: Yes_____ No_____

- Printer: Yes _____ No _____

- Projector: Yes _____ No _____

- Do you have Internet access in your department? Yes _____ No _____

- Would the Fellow have unlimited access to the Internet? Yes _____ No _____

IX. HOUSING: The host institution has the responsibility of finding suitable housing for the Fellow.

a) Please provide the estimated monthly rental cost including utilities for a furnished two-bedroom apartment in USD _____

b) The following information about the apartment and photos should be submitted to PAS at least 2 weeks prior to the arrival of the English Language Fellow.

1. Location of the apartment:

2. How far is the apartment from your institution?

3. Modes of transportation to your institution?

4. Monthly rental cost including utilities:

5. Agency fee, if applicable:

6. Description of the apartment:

a) Security situation:

How far is the building from public transportation or from the main road?

Lights outside Yes _____ No _____;

Door code: Yes _____ No _____;

b) Which floor is the apartment on and is there an elevator?

c) Size in square meters:

d) Number of rooms:

e) The apartment needs to be furnished and meet the minimum requirements below:

-Internet access

- cold/hot running water

-one bedroom with bed and bedding

-one living room

-a bathroom with washing machine

-a kitchen with stove, refrigerator, dishes, pots, and pans